

Letterhead

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Date

From: Requesting Activity
To: Commander, Naval Sea Systems Command (SEA 1074)
Via: Commander, Naval Surface Warfare Center

Subj: DEPARTMENT OF THE NAVY SUPERIOR CIVILIAN SERVICE AWARD
RECOMMENDATION FOR NAME

Ref: (a) NAVSEAINST 5305.6

Encl: (1) Nomination Package
(2) Draft Approval Memorandum

1. In accordance with reference (a), I recommend that the Navy Superior Civilian Service Award be granted to Name list accomplishments here end with date of period that the award is being granted for.

2. Paragraph two must include justification in detail of why this person deserves this award. This justification must be in "addition" or "above and beyond the call of duty" to regular duties as assigned. Justifications vary with the type of award recommendation. For instance:

- (a) Meritorious - This award will be granted only to those employees who have distinguished themselves through contributions of major significance and/or extraordinary service to the Navy. This award may be signed at the activity level.
- (b) Superior - this award requires more justification than a Meritorious Award. It is to be granted only to those employees who have distinguished themselves through contributions of major significance and/or extraordinary service to the Navy. This award must be signed at the command level.
- (c) Distinguished - this award is to be granted only to those employees who have distinguished themselves through contributions of major significance and/or extraordinary service to the Navy. The achievements or service must be truly exceptional when measured against the position requirements of the individual and should far exceed the contributions and service of others with comparable responsibilities. This award should be reserved for contributions that are so unusual and/or significant that recognition at the Secretary of the Navy level is deserved.

3. The last paragraph should contain contact information if any questions need to be answered concerning the award nomination.

NAME OF OFFICIAL SIGNING

This first letter should be on one page only.